



Job Announcement

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Opening Date:	September 16, 2010	Closing Date:	September 30, 2010
Job Title:	Appeals Clerk I	Position Type:	Regular Full Time
PIN:	000461	FLSA Status:	Non-Exempt
Location:	Court of Special Appeals Annapolis, Maryland	Grade/Entry Salary:	J07 \$30,139 - \$35,752 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Performs clerical work within the Clerk's office of the Court of Special Appeals, to include, but not limited to: typing, filing, photocopying, answering telephones, opening/sorting mail, computer data entry and retrieval. At the conclusion of an appeal, returns records to the appropriate court. Assists the public, attorneys, judges and other clerk's offices by providing information about the status of cases or about the Clerk's Office procedures both in person and via telephone. Collects payment for copies and filing fees. Performs all duties as assigned.

Education: High School Diploma or GED

Experience: Minimum of two years of clerical or secretarial work involving the use of personal computer, word processing and data entry.

Preferred: Previous court or paralegal experience.

Skills/Abilities: Ability to plan and organize work, define problems, collect data, determine facts and draw conclusions. Ability to exercise initiative and sound judgement in making decisions conforming with laws, rules, regulations and policies. Knowledge of legal terminology. Ability to communicate accurate information to judges, attorneys, co-workers and the public in a patient and tactful manner. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test(s), each test not to exceed 5 minutes. Ability to lift up to 30 pounds. Ability to sit, climb ladders, stand and/or bend for extended periods of time. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.